



# CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

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CJCSI 1320.01A  
29 December 1995

## ASSIGNMENT OF ENLISTED PERSONNEL TO THE JOINT STAFF

Reference: DOD Directive 1315.7, 9 January 1987, "Military Personnel Assignments"

1. Purpose. This instruction provides CJCS policy and processing and requisition requirements to the Services for the assignment of enlisted personnel to the Joint Staff in accordance with the reference.
2. Cancellation. CJCSI 1320.01, 28 January 1994, is canceled.
3. Applicability. This instruction applies to the Joint Staff and Services.
4. Policy. Only enlisted personnel with the highest personal and professional competence will be selected for assignment to the Joint Staff. A Joint Staff tour for enlisted personnel is 3 years. Exceptions may be granted as described herein.
5. Responsibilities. The reference designates that ASD(P&R) will provide, among other things, policies and procedures for assigning Service members to the Joint Staff. The directive also delineates assignment responsibilities for the Chairman of the Joint Chiefs of Staff and the Secretaries of the Military Departments.
6. Processing and Requisition Requirements. Joint Staff enlisted personnel requirements will be identified to the Services on Joint Staff (JS) Form 70B, "Request for Nomination of Enlisted Personnel" (Enclosure). To conserve Service resources and provide the widest base from which enlisted personnel can be selected:
  - a. Enlisted personnel will be requisitioned for Joint Staff requirements in a manner that will provide approximately equal representation among the Military Departments.

- b. The grades of enlisted personnel requisitioned will be the minimum required for performance of the job.
  - c. Specific qualifications requirements will be essential to the position and relative to the Service-specific specialty requested.
  - d. All enlisted personnel assigned to the Joint Staff must satisfy the security requirements specified on the requisition.
  - e. Requisitions for end-of-tour replacements will be submitted to the Services approximately 12 months before the desired reporting date. Proposed reporting dates will normally provide for a maximum 2-week overlap, unless otherwise coordinated.
  - f. The Services will routinely submit the name of at least one qualified and available enlisted member for each requisition received. The Services will submit a written request for relief, as early in the replacement cycle as possible, to the Director for Manpower and Personnel (J-1) when they are unable to meet specified reporting dates or other requisition requirements.
  - g. For all replacement actions, the Joint Staff has the right of refusal, will make a decision regarding the acceptability of the enlisted member within 15 working days of receiving the qualification record, and advise the Service concerned.
  - h. An enlisted member submitted for assignment to the Joint Staff will not be available for nomination or assignment to another organization or duty unless the Joint Staff and the affected Service agree.
  - i. If an enlisted member is not accepted, the affected Service will be notified with an explanation for the non-acceptance. The Service will respond promptly to meet the specified reporting date.
  - j. If an enlisted member is reassigned within the Joint Staff, the Joint Staff will provide the affected Service the new military position description. All changes will be reflected on the Joint Staff Unit Manpower Document that is published monthly and provided to the Services to update their manpower and personnel systems.
7. Curtailment. Upon parent Service, Joint Staff, or the individual's request, an enlisted member may be released before completion of a full Joint Staff tour for operational or other compelling reasons if the Joint Staff and the affected Service agree. Requests for curtailment must be fully justified. Joint Staff

approval rests with the Director, J-1 (acting for the Director, Joint Staff). Services will issue assignment instructions consistent with Joint Staff requirements and provide appropriate replacement support.

8. Extensions. Upon request of the parent Service, the Joint Staff, or the individual, an enlisted member may be retained on the Joint Staff beyond the normal 3-year tour. Such extensions will be held to a minimum. Rotation of personnel at the end of the normal 3-year tour ensures the Joint Staff benefits from fresh ideas and precludes possible career stagnation that can result from excessively long tours. Extensions must be mutually agreed upon by the Joint Staff and the parent Service. Sufficient notice (9 to 12 months) will be provided when circumstances allow.

- a. To ensure contact relief, brief extensions for up to 3 months will be negotiated at the time of acceptance of the replacement.
- b. Requests for extensions beyond 3 years, but less than 4 years, will be signed by the Chief, Military Personnel Branch, Personnel Services Division, J-1, and forwarded to the parent Service.
- c. Tour extensions that result in more than 4 years service on the Joint Staff will be approved only in the rarest cases. Requests for tour extensions resulting in Joint Staff service beyond 4 years, except those described in subparagraph a above, will be considered only when the member's extended service is required for a matter of significant military importance to the Joint Staff. Requests for extensions beyond 4 years will be signed by the Director, J-1, and forwarded to the parent Service.
- d. Consecutive (without a break) duty assignments within the Joint Staff are considered a single tour of duty.
- e. The parent Service will issue assignment instructions consistent with Joint Staff requirements after agreement is reached on an extension request.

9. Suspension. Heads of directorates or agencies acting for the Director, Joint Staff, may suspend a Joint Staff enlisted member for professional inadequacy, misconduct, loss of security access, or other reasons deemed incompatible with continued Joint Staff service and return the member to the control of the parent Service at any time. The Director, J-1, will be consulted before suspension decisions are made.

- a. PSD, J-1, will notify the appropriate Service personnel center both telephonically and in writing.
- b. The parent Service will issue instructions to accomplish reassignment outside the Joint Staff in accordance with Joint Staff requirements.

c. The Service will respond promptly with a replacement for the suspended individual in accordance with the selection and assignment process.

d. Enlisted evaluation or performance reports and, if appropriate, adverse administrative or Uniform Code of Military Justice actions, will be initiated by the affected member's directorate or agency and forwarded through the Director, J-1, to the Service, as required.

10. Summary of Changes. This revision delegates approval authority to the J-1 on enlisted tour extension requests beyond 4 years, and delegates approval authority to the Chief, MPB, PSD, J-1, on enlisted extensions beyond 3 years, but less than 4 years.

11. Effective Date. This instruction is effective immediately.

For the Chairman of the Joint Chiefs of Staff:

Enclosure

\Signature\  
CARLTON W. FULFORD, JR.  
Major General, USMC  
Vice Director, Joint Staff

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Enclosure

JS FORM 70B REQUEST FOR NOMINATION OF ENLISTED PERSONNEL

THE JOINT STAFF REQUEST FOR NOMINATION OF ENLISTED PERSONNEL		BILLET NUMBER	
POSITION TITLE		REQUISITION NUMBER	
		DATE OF REQUEST	
		AUTHORIZED GRADE	
		REQUESTED GRADE	
		SPECIALTY CODERATING	
		PROPOSED REPORTING DATE	
		DIRECTORATE/AGENCY	
BILLET TOUR LENGTH <input type="checkbox"/> 3 YEARS <input type="checkbox"/> 2 YEARS		ACTION TO <input type="checkbox"/> ARMY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> NAVY <input type="checkbox"/> MARINE CORPS	
REPLACEMENT FOR SSN — — DATE ROTATING			
DESIRED QUALIFICATIONS (EXPERIENCE, EDUCATION, SECURITY CLEARANCE)			
REMARKS			
SIGNATURE OF REQUESTING OFFICIAL		DATE	
SIGNATURE OF APPROVING OFFICIAL		DATE	
TYPED NAME, GRADE AND POSITION TITLE OF REQUESTING OFFICIAL		TYPED NAME, GRADE AND POSITION TITLE OF APPROVING OFFICIAL	

JS FORM 70B, DEC 93 (EF)

PREVIOUS EDITIONS ARE OBSOLETE

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